

City of South Bend
Council Meeting
Monday, July 11, 2016 @ 5:30 pm
Council Chambers
1102 W. First Street, South Bend, WA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda and Consent Agenda
Approval of Minutes: *June 27, 2016*
4. Correspondence
5. *Ordinance #1513 – Adding Chapter 12.30 – Transportation Development to Title 12 (First Reading)*
6. Items from the Public **[3 Minute Limit]**
7. Department Head Reports:
 - i) Police Chief Eastham
 - ii) City Supervisor Houk
 - iii) Clerk/Treasurer Roberts
 - iv) Fire Department
8. Mayor's Report
9. Council Comments
10. Adjournment

Next Regular Meeting: Monday, July 25, 2016 @ 5:30 PM

South Bend Council Meeting

Monday, July 11, 2016

CONSENT AGENDA

1. Approval of Vendor Checks

Vendors – Check #42149 thru Check #42191 - \$65,121.42

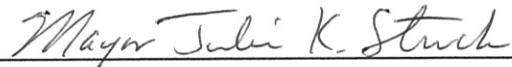
2. Approval of Payroll Checks

Payroll – Check #24065 thru Check ##24081 - \$97,084.77

07/11/16

	VENDOR	AMOUNT	
42149	Aberdeen Office Equipment, Inc.	\$ 202.32	Office Supplies - City Hall \$193.69 and Water \$8.63
42150	Board of Volunteer Firefighters	\$ 398.40	Adding New Volunteer Firefighters
42151	Borden's Auto Parts	\$ 280.47	Repair/Maintenance - Water \$107.75, Sewer \$86.37 and Garbage \$86.35
42152	Bud's Lumber & Electric	\$ 329.86	Operating Supplies - City Hall \$19.40, Docks \$23.41, Parks \$44.88, Water \$212.51 and Garbage \$29.66
42153	CenturyLink	\$ 1,306.41	All Depts
42154	Comcast	\$ 59.95	Internet - WTP
42155	Creative Community Solutions, Inc.	\$ 3,610.00	Zoning Code Update
42156	Crystal Springs	\$ 30.97	Water Service
42157	Dave Williams	\$ 200.00	Noxious Weed Spraying - July 2016
42158	Dennis Company	\$ 463.41	Operating Supplies - Parks \$146.88, Water/Sewer \$52.15, Docks \$232.03 and City Hall \$32.35
42159	Dept of Revenue - EFT Pay	\$8,407.86	June 2016 Excise Tax on Water/Sewer/Garbage
42160	Dept of Revenue-Leasehold - EFT Pay	\$ 84.75	2nd Quarter 2016 Leasehold Tax
42161	Gerald Ashley	\$ 314.70	LEOFF 1 Benefits
42162	Grainger	\$ 93.90	Operating Supplies - Water Fund
42163	Gray & Osborne, Inc.	\$ 2,611.11	Professional Services - Fliess Creek \$670.80 & WTP Upgrade \$1,940.31
42164	Hawk's Superior Rock, Inc.	\$ 813.56	Rock Supply
42165	HB Portables	\$ 270.00	Portable Toilet Rental (3)
42166	Invoice Cloud - EFT Pay	\$ 83.00	June 2016 Portal Access Fee
42167	Jones Chemicals, Inc.	\$ 797.64	Chemicals - Water/Sewer Fund
42168	Lakeside Industries, Inc.	\$ 65.18	Operating Supplies - Streets
42169	LV Services	\$ 90.00	Quarterly Window Cleaning - City Hall
42170	Margie Packard	\$ 160.99	June 2016 Library Janitorial
42171	Norlab, Inc.	\$ 234.00	Operating Supplies - Water Fund
42172	Northstar Chemical	\$ 952.50	Chemicals - Water Fund
42173	Office of Financial Management	\$ 6,880.64	June 2016 Fines & Forfeitures \$6,853.64 and 1st 2016 Quarter Remit of State Building Fee \$27.00
42174	One Call Concepts, Inc.	\$ 5.28	Locates
42175	Oregon Corrections Enterprises	\$ 69.00	Street Signs
42176	Pacific County Dept of Public Works	\$ 1,644.39	July 2016 Eklund Park
42177	Pacific County Prosecutors Office	\$ 77.20	June 2016 Crime Victims

42178	Peter Hinton	\$	50.00	Interpreter Services - Municipal Court 06/29/16
42179	Proforce Law Enforcement	\$	1,394.95	Operating Supplies - Police Dept
42180	PUD #2	\$	7,831.92	All Depts
42181	Royal Heights Transfer Station, Inc.	\$	12,582.60	Dump Fees
42182	Rule Steel Tanks, Inc.	\$	1,398.00	Dumpsters (2) - Garbage Fund
42183	South Bend Pharmacy	\$	52.21	UPS Fees - Water Fund
42184	Spargo's Printing	\$	345.44	Envelopes & Time Slips - All Depts
42185	Staples	\$	194.92	Office Supplies - City Hall \$53.95, Police \$54.16, Water \$49.02 and Sewer \$37.79
42186	Steve's Front End & Brake, Inc.	\$	209.48	Repair/Maintenance - Fire Dept
42187	Tierney & Blakney, PC	\$	7,568.70	Legal Services - RWWTP (1/2 Split with Raymond)
42188	V & N Auto Parts	\$	423.64	Repair/Maintenance - Police \$353.60 and Water/Sewer \$70.04
42189	VISA - EFT Pay	\$	823.65	Water \$158.34, Sewer \$132.71, Police \$79.96, Docks \$142.95, Mosquitos \$25.63, Streets \$25.63, City \$258.43
42190	Vision Forms LLC	\$	644.55	Statement Automation
42191	Wilson Oil dba Wilcox & Flegel	\$	1,063.87	Fuel - Public Works
TOTAL		\$	65,121.42	



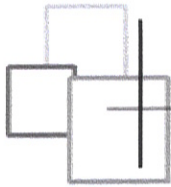
Mayor Struck



City Supervisor Houk



Police Chief Eastham



Register

Number	Name	Fiscal Description	Cleared	Amount
<u>24065</u>	Ekman, Jace	2016 - June - Second Council Meeting - June		\$1,600.00
<u>24066</u>	Houk, Dennis	2016 - June - Second Council Meeting - June		\$1,650.00
<u>24067</u>	Ashley, Alan	2016 - June - Second Council Meeting - June		\$92.35
<u>24068</u>	Ekman, Jace	2016 - June - Second Council Meeting - June		\$1,256.34
<u>24069</u>	Houk, Dennis	2016 - June - Second Council Meeting - June		\$3,847.54
<u>24070</u>	Olsen, Lisa	2016 - June - Second Council Meeting - June		\$110.27
<u>24071</u>	Phillips, Tristan	2016 - June - Second Council Meeting - June		\$1,830.12
<u>24072</u>	AFLAC	2016 - June - Second Council Meeting - June		\$454.53
<u>24073</u>	Association of WA Cities	2016 - June - Second Council Meeting - June		\$2,575.77
<u>24074</u>	Dee Roberts-Coffee Fund	2016 - June - Second Council Meeting - June		\$42.00
<u>24075</u>	Dept of Labor & Industry	2016 - June - Second Council Meeting - June		\$5,197.24
<u>24076</u>	Dept of Retirement Systems	2016 - June - Second Council Meeting - June		\$9,846.02
<u>24077</u>	Nationwide Retirement Solutions	2016 - June - Second Council Meeting - June		\$405.00
<u>24078</u>	Teamster's Local #252	2016 - June - Second Council Meeting - June		\$472.00
<u>24079</u>	The Bank of the Pacific	2016 - June - Second Council Meeting - June		\$17,414.98
<u>24080</u>	Washington Counties Insurance Fund	2016 - June - Second Council Meeting - June		\$406.00
<u>24081</u>	Washington Teamsters Welfare Trust	2016 - June - Second Council Meeting - June		\$12,568.30
<u>June 2016 Draw Payroll</u>	Payroll Vendor	2016 - June - Second Council Meeting - June		\$9,850.00
<u>June 2016 Regular Payroll</u>	Payroll Vendor	2016 - June - Second Council Meeting - June		\$27,466.31
				\$97,084.77

**CITY OF SOUTH BEND
COUNCIL MEETING – 06/27/16**

1-2. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The council meeting was called to order by Mayor Struck at 5:30 pm followed by the Pledge of Allegiance. Members present: Councilor Olsen, Councilor Neve, Councilor Webber, Councilor Hall, Police Sargent Stigall, City Supervisor Houk and Clerk/Treasurer Roberts. Councilor Williams was absent.

3. APPROVAL OF AGENDA, CONSENT AGENDA AND APPROVAL OF MINUTES

A motion was made by Councilor Neve to approve the Agenda, the Consent Agenda and the minutes of the June 13, 2016 regular meeting. The motion was seconded by Councilor Olsen. **Vote: Ayes-4, Noes-0, Absent-1**

Vendors – Check #42109 thru Check #42148 - \$37,818.78

4. CORRESPONDENCE – NONE

5. ITEMS FROM THE PUBLIC

- ✓ Citizen Tom Giacoma from 111 Maple asked about the camping fee sign located at the boat launch. He informed the city that they are circumventing state law and the land use agreement with the Department of Fish & Wildlife. Mayor Struck advised Mr. Giacoma that the city has been in constant contact with the Department of Fish & Wildlife and they are perfectly fine with what the City of South Bend is doing. Mr. Giacoma informed Mayor Struck that the city did not even own the property on which the city is allowing camping. Mayor Struck disagreed with Mr. Giacoma's information and she suggested that if he wanted to come to city hall she would provide him with a land survey which shows what portions of that area the city owns.
- ✓ Mr. Giacoma then asked why, when he provided a public records request to the city for the income from camping at the boat launch, he was informed by Clerk/Treasurer Roberts that he would have to wait for two days until Councilor Hall returned from vacation to get that information. He demanded to know why Clerk/Treasurer Roberts didn't have that information and a council person did! It was explained that camping fees are not a separate line item in the budget or revenue reports and that Councilor Hall prepares that information for the council because it interests him. It is not something that the city is required to document.

6. DEPARTMENT HEAD REPORTS

- 🚦 Councilor Hall asked Sargent Stigall to get with Police Chief Eastham when he returns and ask him if his department has been tracking the derelict boats in town based on the city's nuisance ordinance.
- 🚦 Councilor Hall asked Sargent Stigall if the owners of the property along the 600 block of Broadway have been contacted to mow the lawn. Councilor Hall was advised that Police Chief Eastham has been in contact with the owners.
- 🚦 City Supervisor Houk reported that NOVA Contracting, Inc. has finally paved Central Avenue as part of the Central Avenue Sewer Rehabilitation Project. The city will be paving the alley between Security State Bank and the Pacific County Annex as part of the project agreement.
- 🚦 Councilor Hall noted that part of the city's derelict building ordinance addresses buildings with boarded up windows which is how the building near 1011 W. Robert Bush Drive has been secured. City Supervisor Houk advised that he will look into the issue.

- Councilor Neve asked City Supervisor Houk if there had been any movement on the derelict house near her place that is owned by Heidi Keller (1610 W. First St). City Supervisor Houk explained that no work has been done and the building permit that was issued is now expired and she will need to contact the city to apply for a new permit. City Supervisor Houk explained that he would contact her again and see what she plans to do.
- Councilor Hall asked Clerk/Treasurer Roberts about the city's municipal code that addresses telephonic council participation (SBMC 2.05.010(B)). Clerk/Treasurer Roberts explained that having telephonic participation is an option if there isn't a quorum and that it has been used once or twice over the last eight years.
- Councilor Hall asked Clerk/Treasurer Roberts if the low income information is mentioned in the water, sewer or garbage ordinances and she advised Councilor Hall that it is addressed in all three ordinances – Water SBMC 13.05.003 and SBMC 13.05.10(B), Sewer SBMC 13.10.020 (B) and Garbage SBMC 8.20.080(1)(B) and SBMC 8.20.080(2)(B).

7. MAYOR'S REPORT

- ❖ Mayor Struck thanked Councilor Hall for filling in for her at the last council meeting. It was appreciated.

8. COUNCIL COMMENTS

- Councilor Neve announced that there will be a book signing Wednesday, July 6th starting at 3:30 pm at the Pacific County Historical Society and Museum (1008 W Robert Bush Dr). The book is *Jailhouse stories from Early Pacific County* written by Sydney Stevens.
- Councilor Hall explained that he spoke with Fire Chief Todd Strozky who was a no show at the last council meeting for an EMS presentation (ambulance was not ready for its debut) and Fire Chief Strozky plans to attend the July 11th council meeting and present his departments newest ambulance.
- Councilor Hall asked if the city had a social media policy. He was advised that the city does have a social media policy as well as the use of social media in the city's personnel policy. Clerk/Treasurer Roberts will provide the council a copy of what is currently used and look into an updated version for possible adoption.

9. ADJOURNMENT

The meeting was adjourned at 5:45 PM to meet again at 5:30 PM on Monday, July 11, 2016 for the next regularly scheduled meeting at South Bend City Hall.

Julie K. Struck
Mayor

ATTEST: _____

Dee Roberts
Clerk/Treasurer

ORDINANCE #1513

AN ORDINANCE FOR THE CITY OF SOUTH BEND, WASHINGTON ADDING CHAPTER 12.30 – *TRANSPORTATION DEVELOPMENT* TO TITLE 12 OF THE CITY OF SOUTH BEND'S MUNICIPAL CODE

WHEREAS, the City Council, with the Mayor concurring, wishes to define the Complete Streets policy; and

WHEREAS, City policy as stated in the South Bend Comprehensive Plan is to encourage walking and bicycling as safe, convenient and widely available modes of transportation for all people; and

WHEREAS, South Bend's Complete Streets guiding principle is to design, operate and maintain South Bend's streets to promote safe and convenient access and travel for all users including pedestrians, bicyclists, and people of all abilities, as well as motor vehicle drivers; and

WHEREAS, other jurisdictions and agencies nationwide have adopted Complete Streets legislation including the U. S. Department of Transportation, numerous state transportation agencies, Seattle, San Francisco, Sacramento, San Diego, Boulder, Chicago and Portland; and

WHEREAS, the Public Works Department will implement Complete Streets policy by designing, operating and maintaining the transportation network to improve travel conditions for bicyclists and pedestrians in a manner consistent with, and supportive of, the surrounding community; and

WHEREAS, transportation improvements will include an array of facilities and amenities that are recognized as contributing to Complete Streets, including: street and sidewalk lighting; pedestrian and bicycle safety improvements; access improvements, including compliance with the Americans with Disabilities Act; street trees and landscaping; drainage; and street amenities; and

WHEREAS, Public Works Department will implement policies and procedures with the construction, reconstruction or other changes of transportation facilities on arterial streets to support the creation of Complete Streets including capital improvements and major maintenance, recognizing that all streets are different and in each case user needs must be balanced; now therefore,

**THE CITY COUNCIL OF THE CITY OF SOUTH BEND, WASHINGTON DO ORDAIN AS
FOLLOWS:**

SECTION 1. Chapter 12.30 of the South Bend Municipal Code is hereby amended by adding a new section entitled "Complete Streets" to read as follows:

12.30.010 – COMPLETE STREETS

1. Public Works will plan for, design and construct all new city transportation improvement projects to provide appropriate accommodation for pedestrians, bicyclists and persons of all abilities, while promoting safe operation for all users, as provided below.
2. Public Works will incorporate Complete Streets principles into: the departments Transportation Strategic Plan, Pedestrian and Bicycle Master Plans and other Public Works plans, manuals, rules, regulations and programs as appropriate.

3. Except in unusual or extraordinary circumstances, Complete Streets principles will not apply:
 - a. To Street repair made due to utility activities or pothole repairs;
 - b. To ordinary maintenance activities designed to keep assets in serviceable condition (e.g. mowing, cleaning, sweeping, spot repair and surface treatments such as chip seal and overlay)
 - c. Where the City Supervisor issues a documented determination concluding that application of Complete Street principles is not necessary:
 - i. where non-motorized use is not practical, is contrary to public safety, or is prohibited;
 - ii. the cost of accommodation is excessively disproportionate to the need or probable use; or
 - iii. where other available means or factors indicate an absence of current or future need.
4. Complete Streets may be achieved through single projects or incrementally through a series of small improvements or maintenance activities over time. It is the Mayor's and Council's intent that all sources of transportation funding be drawn upon to implement Complete Streets. The city believes that maximum financial flexibility is important to implement Complete Streets principles.

SECTION 2. Severability. If any one or more sections, subsections, or sentences of this Ordinance are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Ordinance and the same shall remain in full force and effect.

SECTION 3. Effective Date. This ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as provided by law.

INTRODUCED this 11th day of July, 2016 **AND PASSED** on the 25th day of July, 2016 by the following vote:

Ayes –

Noes –

Absent –

Julie K. Struck, Mayor

AUTHENTICATED BY: _____

Dee Roberts, Clerk/Treasurer

Publish: 08/03/16

**2016 South Bend Municipal Court
Monthly Recap**

	2016 Total Fines & Forfeitures	Less Payment to Office of Financial Management	Less Reimbursements and/or Restitution	2016 Net Total to Budget	2015 Net Total to Budget
Jan-15	\$9,487.06	(\$4,387.34)	(\$401.23)	\$4,698.49	\$6,615.85
Feb-15	\$11,889.75	(\$4,593.01)	(\$184.01)	\$7,112.73	\$4,439.81
Mar-15	\$12,572.00	(\$4,998.49)	(\$111.85)	\$7,461.66	\$7,248.46
Apr-15	\$14,055.50	(\$4,668.43)	(\$112.45)	\$9,274.62	\$10,141.14
May-15	\$9,084.69	(\$4,901.76)	(\$111.24)	\$4,071.69	\$6,953.01
Jun-15	\$20,381.00	(\$6,853.64)	(\$102.20)	\$13,425.16	\$8,342.17
Jul-15					\$15,397.76
Aug-15					\$15,219.12
Sep-15					\$9,711.29
Oct-15					\$7,347.05
Nov-15					\$4,735.37
Dec-15					\$4,940.92
Total to Date	\$77,470.00	(\$30,402.67)	(\$1,022.98)	\$46,044.35	\$101,091.95